

**BY ORDER OF
THE COMMANDANT**

**AIR FORCE INSTITUTE OF TECHNOLOGY
INSTRUCTION 36-104**

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Personnel

EDUCATIONAL DELAY PROGRAM



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This instruction was developed to provide Air Force Reserve Officer Training Corps (AFROTC) graduates with pertinent policies, procedures, standards, and information required for successful completion of approved Educational Delay Agreement, and establishes responsibilities while in delay status. It also establishes responsibilities of Civilian Institution (CI) Programs, Air Force Institute of Technology (AFIT), for control, supervision, and records maintenance. This instruction is directive in nature. Failure to comply with these instructions is cause for AFIT to initiate action to terminate the delay.

Section A briefly describes the role of Educational Delay, purpose, orientation, primary considerations and relative responsibilities of the delayee, the United States Air Force, and the CI Educational Delay Branch (AFIT/CIGD). Section B provides standards and procedures, defines the program and policies, contains general and academic requirements, and details administrative procedures. Section C contains supplemental materials which will assist the delayee through the delay and initial application for Extended Active Duty (EAD).

This instruction is affected by the Privacy Act of 1974. Each form required by this instruction contains a Privacy Act Statement either incorporated in the body of the document or on a separate sheet accompanying each such document.

SUMMARY OF REVISIONS

References, office symbols, and addresses were updated.

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CHAPTER 1

EDUCATIONAL DELAY PROGRAM

1.1. Purpose. The purpose of the Educational Delay Program is to provide AFROTC graduates an opportunity to obtain an advanced academic degree prior to entry on EAD. Current and foreseeable missions of the Air Force must be successfully accomplished in an environment that constantly advances in technology. Therefore, junior officers with advanced educational qualifications will be needed in many positions directly supporting the management of advanced weapon systems and the highly skilled professionals who use them.

1.2. Orientation. The program is keyed to current and projected advanced degree requirements of the Air Force. It provides a basic orientation and integral relationship between Air Force advanced degree requirements, production schedules, and AFROTC Educational Delays.

1.3. Primary Consideration. Rationale for this program is derived from the following basic considerations:

- 1.3.1. Total Air Force mission commitments and management responsibilities.
- 1.3.2. Current and projected manpower authorizations.
- 1.3.3. Current and projected advanced degree requirements.
- 1.3.4. Officer professional development objectives.

1.4. Definition. Delayees are AFROTC graduates who are holding inactive reserve commissions and are approved to delay their entries on extended active duty until completion of their graduate studies.

1.5. Applicability. Each delayee is expected to comply with the applicable portions of this regulation unless specific exemptions have been granted. The Educational Delay Agreement is a mutual understanding between the delayee and the Air Force. Consequently, each time the delayee uses an AF Form 477, Application for Delay from Entry on Extended Active Duty (AFROTC), the signature attests to understanding of the Educational Delay Agreement.

1.6. Recommended Changes. Delayees desiring to recommend a change or addition to this instruction should submit the recommendations in writing to AFIT/CIGD, 2950 P Street, Bldg 125, Wright-Patterson AFB OH 45433-7765 for consideration.

CHAPTER 2

TERMS, GENERAL POLICIES AND RESPONSIBILITIES

Section A - Terms

2.1. Terms Explained:

2.1.1. Academic Specialty Code (ASC). Code used to identify the major academic field of study.

2.1.2. Accredited Educational Institution. A college or university in the United States or Puerto Rico that is accredited by one of the six regional accrediting associations and listed in the current edition of the Accredited Institutions of Postsecondary Education Directory (published annually by the American Council of Education) or in the latest edition of the Higher Education Directory (published annually by Higher Education Publications, Inc.), or any other education publication which clearly indicates regional accreditation status. Accredited law schools in the United States or Puerto Rico are those approved by the American Bar Association.

2.1.3. Additional Delay. A delay granted to pursue a doctorate after receiving a master's degree, or completing requirements for legal licensing. In the health care specialties, a delay granted to pursue specialty training.

2.1.4. Educational Delay. An initial delay from entry on Extended Active Duty (EAD) granted an Air Force Reserve Officer Training Corps (AFROTC) graduate to pursue full-time instruction in graduate or professional studies. Study must be at an accredited school in the United States or Puerto Rico.

2.1.5. Extended Active Duty (EAD). A tour of active duty (normally for more than 90 days) performed by a member of the Air Reserve Forces. Strength accountability for persons on EAD changes from the Air Reserve Forces to the active military establishment. (Excludes active duty for training and active duty in a service academy or armed forces preparatory school).

2.1.6. Extension of Delay. A delay granted beyond either the maximum period listed in AFI 36-2009, Delay in Active Duty for AFROTC Graduates, or the initial period authorized by the approving authority.

2.1.7. Full-Time Course of Instruction. An uninterrupted course of instruction defined as full-time under regulations of an accredited educational institution. Delayees may accept research or teaching assistantships or fellowships provided such acceptance will not cause extension of their programs beyond the maximum period authorized in AFI 36-2009, and full-time student status is maintained. Unless required by the school, attendance at summer sessions is encouraged but, is not mandatory.

2.1.8. Grad-date. Date Educational Delay Program will be completed. Will always be the last day of the month in which the degree requirements will be met.

Section B - General Policies of Educational Delay:

2.2. General Policies:

2.2.1. AFROTC graduates who are selected for the Educational Delay Program will be assigned to the Obligated Reserve Section (ORS) of HQ ARPC concurrently with their appointment as USAFR officers.

2.2.2. Educational Delay time does not count toward retirement from active duty or the reserves (delayees are not in a point-earning status). However, this time does count for active duty pay purposes.

2.2.3. Educational Delay time is creditable for determining EAD entry grade as provided under AFI 36-2008, Voluntary Entry on Extended Active Duty (EAD) for Air Reserve Commissioned Officers, and the date of rank (DOR) for that entry grade as provided under AFI 36-2604, Service Dates and Dates of Rank. Grade and DOR is determined upon EAD based on the current provisions of those regulations and not on the provisions of those regulations that were in effect at the time Educational Delay began.

2.2.4. Calculation of entry grade and DOR is accomplished after entry on active duty. This action could take up to 120 days to complete.

2.2.5. Educational Delay students are authorized a Reserve Identification (ID) card. Applications for the ID card can be obtained from an AFROTC detachment or active military base. The card does not authorize Base Exchange or Commissary privileges.

2.2.6. Educational Delay students may travel Space Available (Space A) on Air Force aircraft within the continental United States, Puerto Rico, Hawaii, and Guam. The student must have a reserve ID card and signed DD Form 1853, Authentication of Reserve Status for Travel Eligibility. DD Form 1853 may be obtained upon request from AFIT/CIGD. Reservists are low on the list for obtaining Space A.

2.2.7. AFIT/CIGD: Primary point of contact for the Educational Delay Program. It is AFIT's responsibility to provide information, assistance, and necessary forms needed in conjunction with a student's delay. AFIT will not interfere with any academic or educational requirements of the institutions in which delayed officers are enrolled. However, assistance is offered in meeting these requirements.

2.2.8. AFROTC Detachments: Within the limits of its resources, will provide forms, advice, and assistance to Educational Delay students.

2.2.9. HQ AFPC Division of Medical Officer Assignments and Education: Will provide information on Air Force medical programs and questions regarding entry on EAD after completion of the Educational Delay Program. Requests should be directed to HQ AFPC/DPAM, 550 C Street, Suite 27, Randolph AFB TX 78150-4729 or call Toll Free 1-800-531-5800.

2.2.10. HQ AFPC Officer Accessions Branch: Will provide information on Air Force line officer programs and answer questions regarding entry on EAD after completion of the Educational Delay Program. Requests should be directed to HQ AFPC/DPPAO, 550 C Street West, Suite 10, Randolph AFB TX 78150-4712 or call Toll Free 1-800-531-5507.

2.2.11. HQ USAF Office of the Judge Advocate General, Career Management: Will provide information on Judge Advocate programs. Requests should be directed to HQ USAF/JAX, Washington DC 20330, or call Toll Free 1-800-524-8723.

2.2.12. Approval of an Educational Delay does not constitute assurance of an active duty assignment related to the approved academic specialty. Changes in Air Force requirements preclude such assurances.

2.2.13. A delayee cannot change major academic specialty, university, or grad-date without prior approval of AFIT/CIGD. When contemplating changes in any of these areas, a formal request must be forwarded to AFIT/CIGD for consideration. AFIT/CIGD will notify the delayee of approval/disapproval action. The only exception to this policy is if a delayee changes the university of attendance prior to starting classes leading up to the approved degree. When this happens a letter of acceptance from the university and a new AF Form 1082, Educational Delay Education Plan, must be forwarded to AFIT/CIGD prior to starting classes.

Section C - Responsibilities:

2.3. AFIT and Delayee Responsibilities

2.3.1. AFIT Responsibilities. In accordance with AFI 36-2009, AFIT will:

2.3.1.1. Monitor the status of personnel on Educational Delay.

2.3.1.2. Maintain records to ensure that each student is complying with the provisions of the Educational Delay Agreement.

2.3.1.3. Issue instructions to delayed officers necessary to maintain adequate control and supervision during the period they are delayed.

2.3.1.4. Exercise approval authority and complete actions as prescribed in AFI 36-2009.

2.3.1.5. Notify HQ AFPC of requirement to reappoint in the appropriate corps those officers other than physicians and osteopathic physicians who are awarded degrees in a designated health care specialty.

2.3.1.6. Report changes in data on Educational Delay students to HQ USAF/JAX, HQ AFPC/DPPAO and HQ AFPC/DPAM, as appropriate.

2.3.1.7. Advise students of changes to AFI 36-2604, Service Dates and Dates of Rank, AFI 36-2005, Appointment in Commissioned Grades and Designation and Assignment in Professional Categories-Reserve of the Air Force (Temporary), and AFI 36-2008, Voluntary Entry on Extended Active Duty (EAD) of Commissioned Officers of the Air Reserve Forces.

2.3.2. Delayee Responsibilities: Delayee has certain responsibilities when entering into an Educational Delay Program that he/she must fulfill. If these responsibilities are not fulfilled, the student's Educational Delay Program could be terminated. The following are responsibilities a delayee must adhere to:

2.3.2.1. A delayee must attend an accredited educational institution and carry a full-time course load.

2.3.2.2. A delayee must complete the Educational Delay Program within the time frame granted by the Educational Delay Board. Summer enrollment is recommended; however, not mandatory. If unable to complete degree requirements within that time frame and an extension is desired, the request for an extension must be submitted before the 90-day point prior to graduation.

2.3.2.3. A delayee is expected to maintain the academic standards established by the institution for the specific degree program. A delayee may voluntarily terminate a delay should academic difficulties develop.

2.3.2.4. A delayee must forward an initial AF Form 1082 to AFIT within five days after the first day of scheduled classes.

2.3.2.5. A delayee must forward a revised AF Form 1082 to AFIT immediately upon determination that a change in academic scheduling is necessary.

2.3.2.6. Notify AFIT within five calendar days of any change of address, either permanent or temporary, and telephone numbers.

2.3.2.7. A delayee must send an AFIT Form 8, Student Grade Report, or e-mail message with the appropriate information, to AFIT/CIGD within 45 days after the end of each grading period. If grades are not available, you must send a letter explaining the reason for the delay and include your known grades. Once grades are received, immediately forward the AFIT Form 8 (reference paragraph 3.4.).

2.3.2.8. Legal Internship. All commissioned AFROTC graduates who have been granted an Educational Delay to study law will perform a legal internship. The internship will normally be served between the second and third academic year. No later than 10 January, but before the law school vacation, each legal delayee must notify HQ ARPC/JAR and HQ USAF/JAX of the beginning and ending periods of the vacation, the address to which orders should be sent, a home address, the names of the nearest Air Force bases, and the desired training base.

2.3.2.9. Notify AFIT immediately of any failure to continue the full-time approved Educational Delay Program.

2.3.2.10. At the completion of the delay program, you must make arrangements for the university to forward a copy of the official degree posted transcript to AFIT/CIGD. If the delay program was terminated before degree requirements were met, you must make arrangements with the university to forward a copy of the transcript which includes all course work completed up to the date of termination.

2.3.2.11. Delayees who develop a potentially disqualifying medical condition while on Educational Delay must report the condition to AFIT/CIGD within seven workdays from the date of diagnosis. A medical summary, prepared by the attending physician, must be forwarded to HQ ARPC/SGS, 6760 E Irvington Place, Suite 1000, Denver CO 80280-5000 within 30 workdays from the date of diagnosis.

Chapter 3

PROCEDURES

3.1. Purpose. Ensure that all Educational Delay students are aware that they are required to comply with the following general, academic, and administrative procedures (reference AFI 36-2009).

3.2. Educational Delay Education Plan. AF Form 1082 is required by AFIT/CIGD in order to track a student's progress in his/her Educational Delay Program. Educational Delay education plans must be submitted on the following occasions:

- 3.2.1. Initial plan within five days of starting classes.
- 3.2.2. When revising class schedules or curriculum. (When making minor changes to class schedules you may phone the changes in.)
- 3.2.3. When applying for any changes in academic specialties.
- 3.2.4. When changing institutions.
- 3.2.5. When requesting an extension to your program.
- 3.2.6. When applying for an additional delay in order to obtain a PhD.

3.3. Instructions. Adhere to the following instructions when submitting or revising an Educational Delay education plan:

- 3.3.1. Consult with your academic advisor in advance. Ensure the plan is for a full-time student study load which allows you to complete all degree requirements within the period approved for the delay.
- 3.3.2. Use only the AF Form 1082, Educational Delay Education Plan. Continue on a second form if necessary.
- 3.3.3. Identify the plan as initial or revised (i.e. the plan submitted within five days of starting class is the initial plan).
- 3.3.4. Type or print legibly.
- 3.3.5. Indicate dates for start and finish of each term.
- 3.3.6. Do not exceed the time limit granted for the Educational Delay Program.

3.3.7. Identify courses by catalog number and title. Do not use the term "elective." If you do not have the number or name of the course, check with your advisor or the registrar's office to get one.

3.3.8. If the plan is a revision, include grades received to date.

3.3.9. Date and sign the plan.

3.3.10. Obtain your advisor's signature.

3.4. AFIT Form 8, Student Grade Report. Academic progress for students in the Educational Delay Program is reported on the AFIT Form 8. The grades may be sent via e-mail if this capability is available to the students. Students must submit a grade report for each term within 45 days after completing the term. The following information must be included:

3.4.1. Course catalog number

3.4.2. Course title

3.4.3. Grade

3.4.4. Grade point average

3.4.5. Cumulative grade point average for the program

3.5. Educational Delay Program Extensions. Whenever a student determines he/she will not complete his/her program in the time granted by the Educational Delay Board and the student wants to continue in the program, a request for extension must be submitted. Extensions must be submitted at least 90 days prior to the established grad-date. Approval authority for Educational Delay Program extensions is HQ AFPC/DPPAO, 550 C Street West, Suite 10, Randolph AFB TX 78150-4712. All applications for extensions are processed in the same manner initial application. Applications must contain the documents listed below:

3.5.1. A completed AF Form 477, Application for Delay from Entry on Extended Active Duty (AFROTC).

3.5.2. A revised AF Form 1082, Educational Delay Education Plan, that includes all classes completed, grades, and a schedule of all remaining classes needed to complete the degree.

3.5.3. An official transcript showing your cumulative GPA for all courses completed toward the award of the degree.

3.5.4. A personal letter from the applicant explaining the reason and justification for the extension.

3.5.5. A letter from the advisor, dean, or department head that supports the application.

3.6. Additional Delay for a Doctoral Degree. An additional delay for doctoral study will be approved only for academic disciplines within a projected requirement for junior officers in that discipline. Applications must be submitted no later than 90 days prior to completion of a master's degree program. Approval authority for additional delay applications is HQ AFPC/DPPAO, 550 C Street West, Suite 10, Randolph AFB TX 78150-4712. Applications must contain the following documents:

3.6.1. A completed AF Form 477, Application for Delay from Entry on Extended Active Duty (AFROTC).

3.6.2. An AF Form 1082, Educational Delay Education Plan, that includes all classes needed to complete the doctoral requirements.

3.6.3. An official transcript showing your cumulative GPA for all courses completed toward award of the master's degree.

3.6.4. A personal letter explaining the desire to continue for a doctoral degree.

3.6.5. A letter from an advisor supporting the request.

3.6.6. A letter of support from a department head, dean, or full professor associated with the academic discipline.

3.7. Changing Academic Specialty. A student must obtain approval in advance prior to making any changes in his/her major academic specialty. HQ AFPC/DPPAO, 550 C Street West, Suite 10, Randolph AFB TX 78150-4712, is the approval authority for these requests. To request a change in academic specialty or major, the following documents are required:

3.7.1. A personal letter of request explaining justification for the change.

3.7.2. A revised AF Form 1082, Educational Delay Education Plan.

3.7.3. A letter of acceptance from the appropriate accredited school or college within the institution.

3.8. Changing Institution. There are cases when a student desires to or has to change the institution from which they planned on obtaining their degree. If a change is made prior to the effective date of delay, approval from AFIT is not required; however, the institution must be an accredited institution and a revised Educational Delay education plan and letter of acceptance from the institution must be forwarded to AFIT. If a change is contemplated after the effective date of the delay, approval must be obtained before the change can be made. Forward a letter of justification, revised Educational Delay education plan, and letter of acceptance from the institution that you will attend. (NOTE: AFIT/CIGD has final approval authority to change institutions.)

3.9. Initial Active Duty Assignment. HQ AFPC/DPPAO will utilize the delayee's initial assignment preference letter to determine an assignment. If an individual desires to change their preferences, a letter, or AFIT Form 136, Educational Delay Completion/Change Data, must be submitted to HQ AFPC/DPPAO, 550 C Street West, Suite 10, Randolph AFB TX 78150-4712.

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